

**Committee:** FINANCE AND RESOURCES

**Date:** 19 February 2007

**Report:** AD HOC USE OF AUTHORITY CAR PARKS

### **Purpose of the report**

1. To consider the arrangements and charges levied for the *ad hoc* use and short term licences for Authority car parks.

### **Strategic Planning Framework**

2. The information and recommendation(s) contained in this report are consistent with the Authority's statutory purposes and its approved strategic planning framework.

#### ***Best Value Performance Plan objectives***

Corporate and democratic core functions-objective 2

Review current arrangements for asset management and procurement, and identify most appropriate approach to future management.

### **Background**

3. Under the Scheme of Delegation to Committees and Officers paragraph C6.1. (l) provides authority for the Head of Park Management '*to grant temporary leases and licences for the ad hoc use of National Park Authority car parks*'. The Ranger Service Manager is further authorised to act on behalf of the Head of Park Management in this function.
4. There are a numerous situations when this delegated power is exercised each year, from giving permission for a local charity to set up a cake stall for a day to granting a short term licence over the whole of Grassington car park for the Dickensian festival. Generally the rule of thumb has been that local charities should be allowed free use for short periods of time and commercial organisations such as film companies should pay a market rate.
5. The need to rationalise this *ad hoc* approach to *ad hoc* use of the car parks has been raised firstly by the decision of the Authority to introduce charges for residents passes and secondly by the persistence of commercial users attending Grassington Farmers Market.
6. In February 2006 the Finance and Resources Committee resolved that 'from April 2006 resident's passes be provided to residents of the national park at a charge of £30 per pass, with the Head of Park Management authorised to issue free passes,

restricted to a specific car park, on a case by case basis to residents where there are no other off road alternatives and where there are traffic and visitor management issues to consider’.

7. In 2003/4 the Authority and Craven District Council granted a concession of free parking at the Authority’s Grassington car park and the District Council’s Skipton car park to commercial users in relation to the establishment of the farmers markets in the Craven area. These concessions were agreed because of the experimental nature of the project and to assist the markets to become established after what was a difficult period following the Foot & Mouth outbreak in 2001. It was always expected that, should the markets be successful and become permanently established, this situation would be reviewed. In 2005 Craven District Council brought the farmers market at Skipton into line with other market store holders by charging for car parking.
8. In light of the Authority’s decision to charge for residents’ passes it was felt that the situation of free parking for what was now a well established commercial operation was an anomaly and should be addressed. The request for payment started long drawn out correspondence between the Authority, the Northern Dales Farmers Market Ltd and Grassington Town Council who provide and receive payment for the use of the town square by the market. The upshot of this was that officers agreed to waive the fees for 2006 and to bring the issue to the Finance and Resources Committee for consideration for 2007 and beyond.
9. The above situation with the Farmers Market makes this an opportune time to assess the current *ad hoc* use of car parks and to establish a structured approach to decision making in relation to charges. The **Appendix** to this report lists the current *ad hoc* uses of car parks
10. This is an opportune moment for Members to consider this matter along with the other activities which take place on a regular basis on Authority properties. There are many instances where ‘local events’, such as the Grassington Festival and the Dickensian Festival impact on the management of the car parks. In each case the arrangements are agreed by officers of the Authority and appropriate charges fixed. This process is applied across all our car parks and charges are levied when activities occur on our properties in relation to size of event, cause, duration, potential loss of income and effect on routine management.
11. In light of the number of different uses and activities which occasionally occur on Authority’s car parks it is considered appropriate that officers in exercising delegated authority are able to categorise requests, as outlined below.

<i>Category</i>	<i>Activity Examples</i>
1. No Charge	Public Services, Library Bus, Car Share Club Scheme etc. Small Scale Charitable use, activity check points, local fund raising.
2. Standard Vehicle Charges	Commercial operations, Farmers Market, participants in charity events
3. Agreed Charge or Donation based on duration, loss of income, maintenance considerations	Large scale events, Grassington Festival, Dickensian, Local Shows, Film Companies

## **Conclusion**

12. Charging for the use of car parks is always an emotive topic. It is considered that the categorisation of uses and the proposed charging policy as outlined within this report will provide officers with guidance when exercising their delegated powers to grant *ad hoc* licences and leases for the use of authority car parks.

## **RECOMMENDATION**

12. It is recommended that Members note the contents of the report and endorse the proposals put forward for the rationalisation of officer decisions on the *ad hoc* use of car parks.

**Alan Hulme**  
**Ranger Services Manager**

17 January 2007

### **Background documents:**

YDNPA Scheme of Delegation to Committees and Officers

**Appendix**

**Requests for Ad Hoc Use of Committee Property  
Activities**

<i>Car Park</i>	<i>Date</i>	<i>Organisation</i>	<i>Event</i>	<i>Current Charge/donation</i>	<i>Proposed Charge/donation</i>
Colvend Grassington	3 Sat's in Dec	Dickensian Festival Committee	Dickensian Festival	£500 donation	£600 donation
	July	Grassington Festival Registered Charity	Grassington Festival Marquee use of overspill area	£250 donation	£300 donation
	3 <sup>rd</sup> Sun each month	Northern Dales Farmers Market Commercial Activity	Grassington Farmers Market	No Charge	Standard Vehicle Charge
	2 days per week	North Yorkshire County Council Local Service	Library Bus	No Charge	No Charge
	August	MG Owners Club	MG Rally	Standard Vehicle Charge	Standard Vehicle Charge
Clapham	28 <sup>th</sup> July 2006	St James's Church, Clapham	Clapham Street Market	No Charge	Agreed Donation
		Car Club (Share Scheme)	Parking of 1 vehicle	No Charge	No Charge
Castle Bolton	Sept	Richmond Walking Festival Committee	Richmond Walking Festival (5 Vehicles CB and Aysgarth)	No Charge	No Charge
Kettlewell	July	Kettlewell Scarcrow Festival	Kettlewell Scarecrow Festival	Standard Vehicle Charge	Standard Vehicle Charge
Malham	August	Malham Show Committee	Malham Show	No charge	Agreed Donation
	June 2006	Malhamdale Summer Ball Committee (evening)	Malham Ball Air Ambulance	No Charge	
	June 2007	Malhamdale Summer Ball Committee (evening)	Malham Ball Kirkby Malham School Airedale Children's Unit		No Charge
	August	Trailquest	Cycling Event competitors parking	Standard Vehicle Charge	Standard Vehicle Charge
Linton		Organising Committee	Linton Open Gardens Charity	No Charge	No Charge

<i>Car Park</i>	<i>Date</i>	<i>Organisation</i>	<i>Event</i>	<i>Current Charge/donation</i>	<i>Proposed Charge/donation</i>
Malham/ Kettlewell and Buckden		National Trust	Donors open day	No Charge	No Charge
Hawes			Horse Drawn Taxi	No Charge	No Charge
		North Yorkshire County Council	HGV Overnight Parking	No Charge	No Charge
Buckden		Adventure Racing Company	24hr adventure race. Staging Point	£60 Donation	
Various		Film Companies		Agreed Fee on request	Agreed Donation
Various		Charitable Bodies	Small Scale Collections/Stand	No Charge	No Charge
Various		Charitable Walks	Participants	Standard Vehicle Charge	Standard Vehicle Charge
Various		Long Distance Charity Walks	Check Points	No Charge	No Charge

Agreed events/activities require officers to prepare a delegation agreement, licence and Risk Assessment.